

5 September 1961

MEMORANDUM FOR: Document Division Personnel

SUBJECT : Move to Langley

1. The stadium is now scheduled to move from Friday to Sunday, October 6-8, beginning with Machine Division on Friday. Document Division will move on Saturday, and it is estimated that the move will take 4 to 5 hours. Our time may be advanced or delayed depending upon MD's progress.

2. The movers will work from 8 a.m. to 6 p.m. Division personnel required for Saturday (possibly Sunday) duty will comply with these hours. Normal overtime pay rules will apply. A list of people required and their assignments will be published in the near future. It is anticipated that it will include all men and a few women.

3. General schedule of move preparations:

week of 11 September:	Preliminary boxing of unclassified material not needed in daily routine
week of 18 September:	Label all DO NOT MOVE items
week of 25 September:	Address label all equipment to be moved
week of 2 October :	Further boxing of unclassified material; marking equipment locations at Langley
Friday 6 October :	Final (classified) packing Friday afternoon, all personnel participating.

  
Chief, Document Division

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